



JOB POSTING TOWN OF FOXBOROUGH

PUBLIC HEALTH COORDINATOR BOARD OF HEALTH

Description: A customer service oriented position responsible for providing skilled financial, technical and administrative secretarial work in supporting the activities of the Board of Health Department, coordinating inspectional services, permits and providing accurate recordkeeping in accordance with federal, state and local laws.

Provides administrative support to the Health Agent; receives and screens telephone inquiries regarding food/septic/health information; receives complaints and maintains complaint log as required by regulations. Reviews, prepares and issues license/permit applications. Prepares and publishes meeting agendas, public notices and minutes and informational packets for Board members for monthly meetings and attends meetings and prepares minutes. Schedules inspections, deals with stadium issues and special events permitting.

Works with the Community Nurse and promotes and schedules clinics for flu, health promotion, blood pressure, and other areas of public health interest. Assists with food borne illness outbreak and communicable disease reporting. Works with Animal Control Officer coordinating annual Rabies Clinic and documents response to dog bite complaints. Assists with department payroll processing. Maintains department record retention files. Manages the department web page with emerging public health issues and behavioral health; responds to requests for information.

Performs similar or related work as required, directed or as situation dictates. Regular attendance at the workplace is required.

Qualifications and Experience: High School education with courses in office procedures and business practices; Associate's degree in related field; two to three years of progressively responsible office experience; or any equivalent combination of education and experience.

Ability to organize time and to work independently and accomplish tasks. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to maintain detailed budget accounts, financial records, and clerical records.

Superior administrative and secretarial skills, oral and written communication skills. Proficiency in MS Word, Excel, PowerPoint, Publisher, GeoTMS, and First Class. Excellent customer service skills.

Salary and Benefits: Full-time, 35 hour/week, benefited position with a salary range of \$24.23-\$30.29 per hour. This is a union position within the United Steelworkers bargaining unit.

Apply to: Please submit a cover letter and resume to:

<https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/> by April 24, 2017.

POSTING DATE: APRIL 4, 2017

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.